

Health and Safety: Who is responsible for what?

Responsibility for Staff

Staff are expected to act responsibly towards their own safety and the safety of all campus users.

Line Managers are expected to exercise a duty of care towards the staff they supervise.

- Your Line Manager
Please approach your Line Manager in the first instance with any Health and Safety related concerns.
- Occupational Health (OH)
You can access the extra support provided by Occupation Health Department by [self-referral](#) (for more details visit [OH department webpages](#)). A Line Manager can also refer their staff for OH input, if they are concerned about the health of an employee (see [management referral](#)).

Staff are charged with responsibility for taking care of the health and safety of students where practicable. This means that:

- During a lecture (or a similar teaching session), the **leading academic** present oversees health & safety, and will instruct the students, for instance, to evacuate the space if a fire alarm is sounded.
- **Technical staff** frequently supervise labs and practical sessions, in which case they are charged with care for the Health and Safety aspect of the activity.

Responsibility for Students

- **Students** are responsible for acting sensibly towards their own and their peers' safety, as well as the safety of staff and visitors on campus. This includes co-operating with instructions by those in charge of activities such as labs, and those in charge of emergency procedures, e.g., evacuation in response to a fire alarm.

Responsibility for Spaces

- General teaching space, as well as offices and communal areas used by the School are maintained by SEF (Sussex Estates and Facilities) partnership company. If you become aware of any maintenance issue that could cause harm, please dial x 7777 to speak to the [Service Centre](#) (aka SEF Helpdesk) or [email them](#) with the details of the fault, your contact details and a description of the potential HSE impact. Please copy p.a.burr@sussex.ac.uk (as HSE Co-ordinator for the School) and a.pereira@sussex.ac.uk (as School Administrator for the School) into the correspondence, as the School keeps records in order to be able to track that issues have been resolved.
- Labs Specialist spaces such as labs and workshops are in the care of the supervisor. Please contact them with any Health and Safety related concerns in the first instance.

The role of the Health & Safety (HSE) Co-ordinators

- To provide information and co-ordinate efforts to ensure a healthy and safe working and study environment within the School.
- To assist colleagues with carrying out their duties where appropriate.
- To support the School HSE Committee.
- To act as point of contact on HSE beyond the School with colleagues across campus.